

GULF MASTERS SWIM COMMITTEE POLICIES

Revised 2/21/06 by Nancy Rossetti

Revised 2/08 by Kris Wingenroth

ANNUAL MEETING AND MONTHLY MEETINGS

GMSC Bylaws

The Annual Meeting shall be held before October 1st, each year. Copies of the minutes of this meeting must be sent to the National Office along with a financial report.

~~Meeting notices shall be emailed to each member of the House of Delegates not less than one week prior to each meeting. 9/14/93 (6/12/05)~~ Repetitive, see below.

The president (~~secretary?~~) shall **have notices** ~~send notices~~ of the upcoming GMSC meetings **sent** to all team representatives and /or anyone who attends two meetings in a row ~~—and /or all gulf registered.~~ (9/10/92)

Rationale: The president's responsibility is to initiate the meeting notice, but may not actually be the person sending the notice. Notifying team representatives is a minimum. If the notice is sent out to all registered swimmers, so much the better, but it does not need to be required. (4/08)

Team representative votes are first determined by the official team list and second by anyone registered with that team. (1/06)

AWARDS

At the Short Course Zone Meet, an award may be given to a South Central Zone registered swimmer who best exemplifies the spirit of Masters Swimming that was shown by Jesse Coon. This award will be named the "Jesse Coon Memorial Award." It is the intention to keep a permanent plaque at the Aerofit pool in College Station on which the annual winner's name will be engraved and to give each winner some sort of award. (1/06)

BY-LAWS

Current By-Laws shall be posted on the LMSC Website. (6/12/05)

CONVENTION

CONVENTION DELEGATES

Representatives to be funded for attending the USMS National Convention shall be selected annually by vote at a regularly scheduled GMSC meeting. Criteria for nominations shall include the level of leadership and service to USMS at the national level and to the GMSC at the local level.

The BOD, at its discretion may waive the criteria noted above, when it is in the best interest of the LMSC. (7/07)

I think we can lump these two items in the same category.

The GMSC shall reimburse the designated GMSC convention representatives for the following expenses:

- Transportation (Coach airfare or gasoline if driving)
- Hotel – one half of room for required nights (delegate is expected to have a roommate)
- Ground transportation from the airport to the convention site (but not a rental car)
- Parking at the Houston airport
- Meal per diem of \$25 per day (no receipts necessary)
- Convention registration

In order for expenses to be reimbursed, receipts (**excluding meals**) must be presented to the Treasurer. (9/8/98)

ELECTION POLICIES

~~The GMSC shall elect officers every two years in (even or odd) years. 9/9/93~~

Elections shall be held in even years with officers assuming their duties in January of odd years
Officers shall be elected during the Annual Meeting, which shall be held before October 1st each year. (GMSC By-laws)

FINANCIAL POLICIES

There shall be a \$30 charge for returned checks. (1/10/02)

Bank statements shall be balanced quarterly by a member, other than the Treasurer, who is appointed by the Board of Directors. (2/20/08)

Once a month, the registrar will send the treasurer the official list of who **all** has registered for that month, along with the associated checks. The treasurer will deposit the checks and write a single check to the National Office. The monthly report and check will be sent to the National Office by the Treasurer. (1/06)

IS THIS STILL A RELEVANT POLICY?

~~The backup to treasurer is the VP and should be~~ **The Board of Directors shall appoint a back-up to the Treasurer. This person shall be** the secondary signatory signature on the account **and shall have access to several** ~~— The VP will have access to a few~~ checks in case of an emergency. (1/06) **Rationale: the person with the checks may not always be the VP.**

A financial statement shall be prepared by the treasurer for each GMSC meeting. (9/9/93)

Bank statements shall be sent directly to the Treasurer so that the Treasurer receives them in a timely manner. (11/6/90)

The Treasurer shall have sales tax exemption certificates available. (11/6/90)

The GMSC fiscal year shall be the calendar year. (11/6/90)

OFFICIALS

The GMSC shall reimburse reasonable expenses for individuals training to be Masters officials. (11/6/90)

The GMSC **Officials Chairman** shall maintain a list of officials willing to officiate Masters swim meets. (9/12/89) **Should we specify a person, not the LMSC? (do we even have this position?)**
Yes, this is an official position which must be staffed (I am the current O.C.) Kris

POOL CERTIFICATION

The GMSC **Sanctions Chair** shall maintain a list of all Gulf pools which are properly certified. GMSC shall maintain equipment for certifying pools. (1/16/89) (6/12/05)
A deposit equal to the cost of the measuring equipment may be charged. (10/06)

REGISTRATION:

The individual registration fee shall be ~~\$35—~~ **\$ 40**. (\$15. stays locally, ~~\$20~~ **\$25** goes to the national office) (1/08)

The one-event registration fee shall be \$12. (\$2. stays locally, \$10 goes to the national office). One-event registrations may only be used for open water events. (2/20/08)

A \$5 discount shall be offered to Gulf swimmers registering during September and October. ~~(beginning in the 1997 registration year).~~ (3/5/96)

There shall be a \$5 fee for replacing a USMS card. (3/21/02)

The club registration fee shall be: \$40. ~~(\$55. if paid after October 31st)~~

Clubs that register late will be charged an additional \$15 penalty fee. This charge may be waived by vote of the GMSC ~~Executive Committee.~~ **Board of Directors.** (3/8/94)

SANCTIONS

The meet sanction fee shall be \$20 per meet. (11/6/90)

A refundable results deposit of \$50 will be charged for all meets. This deposit will be refunded upon receipt of pool certification when required and the confirmation by the Top Ten Chairman that the meet results have been reported in an acceptable manner, ready to export for the top times report. If **the Gulf Board of Directors determines that** the results have been presented improperly and the Top Ten Chair must **excessively** revise results in order to prepare the top times report, the deposit ~~will~~ **shall** be forfeited by the meet and given to the Top Times Chair. 4/5/04(6/12/05)

~~The Gulf LMSC shall retain the authority to increase the cost of the required meet deposit by \$50 for the subsequent year when a meet director fails to comply with the requirement of submitting accurate competition results within the guidelines and rules of USMS and the Gulf LMSC. Additionally, the Gulf LMSC will have the discretion to keep the current year deposit if deemed necessary and this decision will be made by the Gulf Board of Directors. LMSC officer's.~~ **Once a meet director complies with the rules, future meet deposits will revert back to \$50.** (actual wording in minutes)

Rationale: I don't like the phrase "retains the authority", that implies to me that we might or might not enforce this. Is that what we want? Should we specify that this would be done by a vote of the HOD or Board of Directors? The sentence stricken is already covered in the previous policy. We should use the term Board of Directors, not officers.

Sanction fees shall be non-refundable. (3/21/02)

The GMSC Executive Board must approve any meet held in the Gulf that was not on the original schedule before it can be issued a sanction. (3/12/91)

SMOG GRANTS

The SMOG Committee shall present its grant recommendations for short course yards and short course meters meets to the GMSC House of Delegates at the Annual Meeting.

Recommendations for grants for long course meters meets will be made to the GMSC House of Delegates at the May GMSC meeting (or a meeting held no later than June 15). The SMOG Committee may bring recommendations to the GMSC House of Delegates at any other meeting, if deemed necessary. (3/8/94)

Requests for SMOG grants will be submitted to the **sanctions chair** and the **sanction chair** will present the request to GMSC HOD at the next scheduled meeting to be voted on **by the House of Delegates**. ~~A majority of the HOD present can approve the grant~~ (1/06)

The Sanction Chair is not the current Chair of the SMOG committee. Is it a conflict of interest?

The SMOG Committee will grant up to \$2500 per calendar year. **Any changes wanted here?**

For the competitions that have been approved for SMOG grants, a financial report must be filed by the meet director before the SMOG grant money is issued by the GMSC treasurer.

TOP TEN TIMES

Copies of the Gulf Top Ten Times shall be sent electronically to all registered team representatives and posted on the GMSC website. (3/10/98) (6/12/05)

We are not currently compiling a Gulf top ten list. Should we? (I don't think its worthwhile Compiling this list should be quite easy if we have the hy-tek files. It might motivate our members that are not top ten quality swimmers.

WEB SITE

A backup webmaster shall be named and have access to the login and passwords to update the website if needed in an emergency situation. (1/06)